

## **POSITION DESCRIPTION**

<b>SOCIAL WORKER-Intern</b>
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Reports To: Social Services Manager

Position Status: Non-Exempt

Supervises: No one

Effective Date: 3/6/17

### **POSITION SUMMARY**

Under the supervision of the Social Services Manager, the Social Work Intern will conduct individualized comprehensive assessments of the social service needs of patients, and develop plans of care in accord with Conditions of Coverage. The Social Work Intern evaluates the status of patients, and uses the comprehensive assessment and KDQOL-36 tool to develop and implement treatment plans and appropriate quality care.

In coordination with the Social Services Manager, the Social Work Intern will engage in patient advocacy services, coordinate social services matters with physicians, NKC personnel, patients, families, and other organizations, provide patient education and counseling, and undertake special projects, when appropriate and mutually agreed upon.

The Social Work Intern serves as a part of the Quality Assessment Performance Improvement Team, (QA/PI), and participates in evaluating trends, making recommendations, and following through to achieve improved patient care.

### **DUTIES AND RESPONSIBILITIES**

1. The Social Work Intern and Social Services manager follow School of Social Work practicum guidelines to develop and attain specific learning goals for the Social Work Intern.
2. Develops Comprehensive Assessment and Plan of Care and on-going patient education plans. Is a member of the interdisciplinary team responsible for the patient's plan of care including participating in the IDT phone call.

3. Administers the KDQOL-36 tool to identify areas to focus to improve the patient's quality of life.
4. Conducts depression screening and monitors patients' mental health needs. Offers emotional support, brief therapy and/or referral to outside agencies.
5. Social Worker is a member of the interdisciplinary team for the Quality Assessment Performance Improvement (QA/PI) process.
6. Arranges social services between patients and patient families, physicians, NKC dialysis staff and other personnel, and representatives of nursing homes, area hospitals and other organizations.
7. Coordinates and performs social services casework duties; psychosocial assessments; counseling, education, and documentation related activities.
8. Documents in the electronic medical record as "Social Work Intern."
9. Serves as a community resource person regarding social services to the treatment team, acts as a patient advocate, and serves as an education resource to other NKC personnel.
10. Performs other duties and responsibilities as may be assigned and which are in agreement with educational goals.

## **PLANNING**

The position is responsible for planning required to provide day-to-day social services and for participating in the planning of overall social services.

Typical planning responsibilities are:

- Developing individualized comprehensive assessments and plans of care which involve consideration of patient needs, services of NKC and affiliated organizations, and community resources.
- Participation in unit Quality Assessment/Performance Improvement efforts.

## **SUPERVISION AND COORDINATION**

The position does not supervise others but does coordinate with other NKC personnel.

## **EXTERNAL CONTACTS**

The position has contacts with physicians, caseworkers, patients and patient families, community service organization representatives and other health care organizations. Contacts are to provide counseling and other social services, perform intake tasks, clarify information and deal with problems and to represent NKC social services to other organizations.

## **DECISIONS**

The Social Services Manager provides clinical supervision for the Social Work Intern. Typical decisions made by the Social Work Intern for which the Social Services Manager will provide oversight include:

- Evaluating patient's psychosocial condition and coordinating patient entry and progress through NKC programs.
- Developing interventions to assist patient in following treatment plan.

## **JOB CONDITIONS AND PHYSICAL EFFORT**

1. Must be able to communicate effectively in English on the telephone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in clinical dialysis units, professional office space, and offsite locations. The Social Work Intern may be exposed to fumes, blood and other body fluids.
4. Must have the ability to occasionally lift/move objects weighing up to 25 lbs.
5. Travel to other NKC facilities and other non-NKC facilities is required, the Social Work Intern must provide own transportation.

## **CUSTOMER SERVICE STANDARDS**

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy,  
Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative;  
Inform; Educate and reassure, Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; Establish teamwork; Show professional competence.

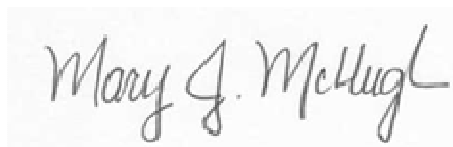
### **EDUCATION AND EXPERIENCE**

The Social Work Intern must be a student in good standing working on completion of a Masters of Social Work degree from a School of Social Work accredited by the Council of Social Work Education. The Intern must have completed a foundation or first year Masters of Social Work practicum. No other previous experience is required.

Must have valid Washington State Driver's License and car insurance.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not considered to be an exhaustive list of all job tasks performed by people so classified.**

### **REVIEW AND APPROVAL**



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Vice President, Administrative Operations      3/7/17  
Date



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Director of Human Resources      3/7/27  
Date